DOCUMENT RESUME

ED 388 759 CE 070 103

TITLE Career Cruiser.
INSTITUTION Florida State Dept. of Education, Tallahassee. Bureau of Career Development and Educational Improvement.
PUB DATE [95]
NOTE 49p.
AVAILABLE FROM Division of Vocational, Adult, and Community Education, Bureau of Career Development and Educational Improvement, Florida Education Center, Tallahassee, FL 32399-0400 (order no. CD 514).
PUB TYPE Guides - Classroom Use - Instructional Materials (For Learner) (051) -- Tests/Evaluation Instruments (160)

EDRS PRICE MF01 Plus Postage. PC Not Available from EDRS.
DESCRIPTORS *Career Education; *Career Exploration; Check Lists; Educational Opportunities; *Employment Opportunities; *Employment Qualifications; Higher Education; Interest Inventories; Intermediate Grades; Junior High Schools; *Middle Schools; *Occupational Clusters; Occupational Information; Self Evaluation (Individuals); Student Financial Aid; Tables (Data); *Vocational Interests
IDENTIFIERS Middle School Students

ABSTRACT

This booklet, which is designed for middle school students in Florida, contains introductory information about the available occupations, possible earnings, and educational requirements of the following occupational clusters/areas: artistic, plants and animals, scientific, protective, mechanical, business detail, industrial, selling, accommodating, leading-influencing, humanitarian, and physical performing. The booklet begins with an interest inventory in which students are asked to rate their interest in eight activities typically performed by individuals employed in occupations belonging to the given cluster. Presented next is a 12-page table containing the following for each of 3 representative occupations in each of the 12 occupational clusters: main job duties, typical employers, source(s) of further information, average annual earnings, and education level and subjects typically required for entry-level employment. The types of training provided at the following postsecondary education institutions/training options are briefly described: public vocational-technical centers, community colleges, universities, the military, and apprenticeships. The availability of each type of training in Florida is briefly discussed along with Florida's Gold Seal Vocational Endorsement and Scholarship and Academic Scholars' Certificate programs. Concluding the brochure are a form for developing job leads and interview checklist. (MN)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED 388 759

CAREER Cruiser

Career & Educational Information for Middle school students 2

GE070103

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

This document has been reproduced as received from the person or organization originating it.

Minor changes have been made to improve reproduction quality.

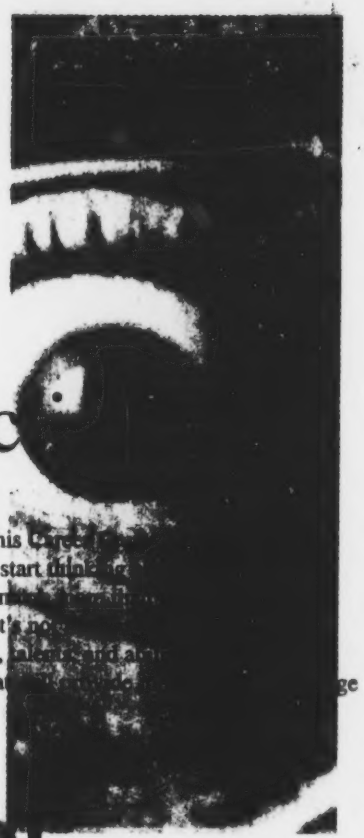
Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

"PERMISSION TO REPRODUCE THIS MATERIAL IN MICROFICHE ONLY HAS BEEN GRANTED BY

L Meadows

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

BEST COPY AVAILABLE



INTRO duc

Welcome to the **Information Age!** This C
activities and information to help you start thinki
and where you will fit in. A career is n
career planning is a lifelong process. It's no
thinking about yourself, your interests,
these can lead toward a career plan tha
to your life.

ge

LET'S GO!

Working through the interest quiz is a good way to begin.

Interest QUIZ

What Do YOU Like TO DO

This is not a test!
This interest inventory is a quick way of getting you to think about activities and interests you might enjoy.

Interests are your likes and dislikes of different kinds of activities. The more your interests match your job, the happier you will be.

Read each statement carefully and write in the box the numb
best describes your feelings for each activity. Be sure to a
every question.

5 Like very much
4 Like
3 Not
2 Somew
1 Dislike

When you're through, add up the seven numbers
d the totals.

The Career Areas that have my highest scores are:

1. _____
2. _____
3. _____

These are the Career Areas that match your interests.
out more about jobs in each area when you read this C
Also, ask your teacher, counselor or occupational spec
Jr.,
Jobs For Me, VIEW, Career Quest, USES, or some othe
ories
are available in your school.

SCALE: **5 Like very much** **4 Like** **3 Not Sure** **2 Somewhat like** **1 Dislike**

ARTISTIC

Would you like to...

Sing a song on stage? ☐

Write stories, plays or poems? ☐

Design sets for plays? ☐

Write for the school newspaper? ☐

Dance in a ballet? ☐

Play a musical instrument? ☐

Paint, sketch or draw? ☐

Total: ☐

SCIENTIFIC

Would you like to...

Conduct tests in a laboratory? ☐

Read scientific books or magazines? ☐

Take a biology class? ☐

Collect information about the weather? ☐

Examine x-rays of bones? ☐

Use a microscope? ☐

Solve challenging math problems? ☐

Total: ☐

PLANTS AND ANIMALS

Would you like to...

Take care of farm animals? ☐

Raise tropical fish? ☐

Work outside with plants and animals? ☐

Groom and train horses? ☐

Be a hunting or fishing guide? ☐

Pick vegetables or other farm crops? ☐

Feed and care for animals in a zoo? ☐

Total: ☐

PROTECTIVE

Would you like to...

Arrest criminals? ☐

Patrol in a police car? ☐

Investigate fires? ☐

Protect people and animals? ☐

Do things where there may be a risk of injury? ☐

Investigate serious crimes? ☐

Guard buildings or property? ☐

Total: ☐

SCALE: **5 Like very much** **4 Like** **3 Not Sure** **2 Somewhat like** **1 Dislike**

MECHANICAL

Would you like to...

Make furniture and cabinets? ☐
Clean and repair watches and jewelry? ☐
Repair automobile engines? ☐
Pilot an aircraft? ☐
Design roads and bridges? ☐
Drive a tractor trailer truck to move freight? ☐
Fix electrical things? ☐

Total: ☐

BUSINESS DETAIL

Would you like to...

Type or write reports? ☐
Register hotel guests? ☐
File papers and letters in an office? ☐
Keep track of money? ☐
Talk to customers on the phone? ☐
Study legal documents to find information? ☐
Use a computer to produce a newsletter? ☐

Total: ☐

INDUSTRIAL

Would you like to...

Operate a printing press? ☐
Inspect cookies to be sure they are all the same size? ☐
Put small objects together on an assembly line? ☐
Operate power machines to make clothing? ☐
Sort fruit according to size? ☐
Use a welding torch? ☐
Assemble and test stereos? ☐

Total: ☐

SELLING

Would you like to...

Sell clothes in a department store? ☐
Use the telephone to sell merchandise? ☐
Sell houses and land? ☐
Drive a regular route daily to deliver bread? ☐
Persuade people to buy insurance? ☐
Demonstrate and sell TV sets? ☐
Select merchandise for a store to sell? ☐

Total: ☐

SCALE: **5 Like very much** **4 Like** **3 Not Sure** **2 Somewhat like** **1 Dislike**

ACCOMMODATING

Would you like to...

Cut and style hair? ☐
Take food orders in a restaurant? ☐
Carry baggage for hotel guests? ☐
Operate a cash register in a store? ☐
Show a friend how to use make up? ☐
Guide people on a tour? ☐
Drive a taxicab? ☐

Total: ☐

LEADING-INFLUENCING

Would you like to...

Defend a person in a trail? ☐
Help others to learn? ☐
Manage a store? ☐
Be on a debate team? ☐
Teach high school subjects? ☐
Run a company? ☐
Decide how to advertise a new product? ☐

Total: ☐

HUMANITARIAN

Would you like to...

Counsel people with personal problems? ☐
Help people decide what kind of job they want? ☐
Care for sick or injured people? ☐
Take care of young children? ☐
Conduct a religious service? ☐
Help an injured person learn to walk again? ☐
Help homeless persons find a place to live? ☐

Total: ☐

PHYSICAL PERFORMING

Would you like to...

Play on a professional sports team? ☐
Ride in a horse show or race? ☐
Perform as a trapeze artist in a circus? ☐
Find players for a professional sports team? ☐
Develop plans and strategies to win ball games? ☐
Give golf or tennis lessons? ☐
Race cars? ☐

Total: ☐

NOW GO BACK AND ADD YOUR SCORE

OCCUPATIONS

Once you have completed and scored the interest quiz, you'll have an idea of which interest areas match your own personal interests. The following pages give a description of each interest area and examples of occupations within each area. When looking at your interest areas, note that different occupations have different requirements. For example, you may have a strong interest in Business Detail, and plan to complete only high school. You could work as a clerk typist. But if you are willing to get more education, you could qualify as an accountant and still be in an area that meet your interests, and make a significantly higher wage. Which sounds better to you?

When looking at the occupations that follow, you will see that many of them have GOLDSTAR after the title. These occupations have been identified by the Florida Departments of Education, Labor, and Commerce as jobs that will still be around by the time you finish high school. These occupations are expected to have at least 50 permanent, full time openings in Florida every year for at least the next five years. These openings will occur as a result of a strong economy; they are not jobs that open up because someone leaves their job and goes to work somewhere else. GOLDSTAR occupations will pay at least $7.50 per hour. In some examples, the pay is much more! To get started with one of these jobs, you must plan on at least some education or training beyond high school. A 4-year degree may help but will not be required for entry.

Because of limited space, all GOLDSTAR occupations could not be listed. For a complete list of all 80 GOLDSTAR occupations, write to:

Editor, Career Cruiser
Bureau of Career Development and Educational Improvement
Florida Department of Education
Florida Education Center
Tallahassee, FL 32399-0400

This is a good way to practice writing a business letter. If you are not sure what that is, ask your English or Language Arts teacher for help.

BEST COPY AVAILABLE

ARTISTIC

These people have very special, creative talents.
Some may like to sing and dance in front of an audience.
They like to express themselves through painting, sculpturing, and decorating.

Some occupations are:
Actor, Artist, Dancer, Fashion Designer, Interior Designer, Musician, Radio/TV Announcer, Television Technician.

TITLE - DESCRIPTION	AVERAGE ANNUAL EARNINGS	EDUCATION LEVEL	SUBJECTS
Editor - Coordinates the work of writers and edits writer's material. Directs and performs editorial activities for newspapers, movie or TV studios, publishing companies and similar organizations. Hires, assigns, and supervises staff. EMPLOYERS: Book publishers; Magazines and Journals; Newspapers; Motion picture studios. MORE INFORMATION: Dow Jones Newspaper Fund; P.O. Box 300; Princeton, NJ 08542. Association of American Publishers, 1 Park Ave, New York, NY 10016.	$17,000 to $21,999 Per Year	Undergraduate Degree	Word Processing, Applied Communications, Journalism, English, Media Production
Graphic Designer - Designs and arranges art in advertisements, books, magazines, and newspapers. Studies drawings, photos, and the text, and sketches pictures to be used in the layout. May use a computer software program to sketch, cut, color, or design the work. Views design before printing. EMPLOYERS: Advertising agencies, publishing firms, self-employed. MORE INFORMATION: Local Private Industry Council; Jobs and Benefits Office. **Special Note** Apprenticeship training available.	$17,000 to $21,999 Per Year	1 to 2 Yrs CC, Voc/Tech Institution	Graphic Arts, Commercial Art Printing & Graphic Arts, Computer Applications
Photographer - Photographs people, places, merchandise or community events. Uses a variety of cameras, lenses, and film for close up or distance photography. May develop and print own photographs. May specialize in portrait, commercial, editorial or industrial photography. EMPLOYERS: Portrait studios; Commercial art firms; Self-employed; Military services. MORE INFORMATION: Professional Photographers of America, Inc, 1090 Executive Way, Des Plains IL 60018. Military Recruiting Office.	$17,000 to $21,999 Per Year	1 to 2 Yrs CC, Voc/Tech Institution	Photography, Marketing & Distribution, Commercial Art

SCIENTIFIC

These people like to do research. Workers in this area also like to collect information and do experiments using laboratory equipment. Some may study medicine in order to help people or animals.

Some occupations are:
Agronomist, Anesthesiologist, Food Technologist, General Practitioner, Meteorologist, Pathologist, Pharmacist, Radiologist, Soil Conservationist, Ultrasound Technologist, Veterinarian.

TITLE - DESCRIPTION	AVERAGE ANNUAL EARNINGS	EDUCATION LEVEL	SUBJECTS
Forester or Conservation Scientist (GOLDSTAR) - Plans, develops, and protects forests, range land, and farm land for economic development, recreational activities or to provide habitats for wildlife. Preserves natural resources such as water and soil. May supervise the planting and growing of new trees. May specialize in forest resource management, urban forestry, wood technology, or forest economics. EMPLOYERS: State and federal government; private landowners. MORE INFORMATION: Society of American Foresters, 5400 Grosvenor Lane, Bethesda, MD 20814.	$22,000 to $26,999 Per Year	2 to 4 Yrs CC, Voc/Tech Inst or Univ	Environmental Science, Chemistry, Forest & Natural Resources, Law Studies
Dentist - Examines teeth and tissues of the mouth to diagnose, prevent, and treat diseases or disorders. Examines x-rays, removes decay, fills cavities, and repairs fractured teeth. May specialize in straightening teeth, treating gum disease, making dentures, or root canal therapy. EMPLOYERS: Self-employed; Public and private hospitals. MORE INFORMATION: Florida Dental Association, 1111 East Tennessee Street, Suite #102, Tallahassee, FL 32308-6914 **Special Note** Florida Statutes require licensure regulated by the Department of Business and Professional Regulation.	$50,000 and above Per Year	5 or More years University	Biological Science, Physiology, Health Service Occupations, Business Management
Medical or Clinical Laboratory Technologist (GOLDSTAR) - Performs complex biological, hematological, and bacteriological tests. Microscopically examines blood, tissue, or other body substances to determine presence of parasites, bacteria, or fungi. May specialize in cytotechnology, microbiology, immunology or clinical chemistry. Works under the supervision of a Pathologist or Chief Medical Technologist. **Special Note**Florida statutes require licensure regulated by the Department of Health and Rehabilitative Services. EMPLOYERS: Hospitals; Medical laboratories; Public or private health agencies. MORE INFORMATION: International Society for Clinical Laboratory Technology, 818 Olive Street, Suite 918, St. Louis, MO 63101.	$27,000 to $32,999 Per Year	2 to 4 Yrs CC, Voc/Tech Inst or Univ	Health Service Occupations, Chemistry, Biological Science

PLANTS & ANIMALS

These people like activities to do with plants and animals, usually in an outdoor setting. Others like managing places such as farms, parks and gardens where they are involved with plants and animals alike. They may like doing physical work outdoors or even training or taking care of animals.

Some occupations are: Animal Breeder, Animal Caretaker, Farmer, Horse Trainer, Landscape Gardener, Livestock Worker, Nursery Worker, Tree Surgeon.

TITLE - DESCRIPTION	AVERAGE ANNUAL EARNINGS	EDUCATION LEVEL	SUBJECTS
Nursery Manager - Manages farms or nurseries where trees, shrubs and ornamental plants are grown. Decides the types and numbers of plants to grow and buys the necessary materials and equipment. Hires and assigns duties to workers. Directs office activities. EMPLOYERS: Wholesale and retail nurseries; Greenhouses; Self-employed. MORE INFORMATION: American Society for Horticultural Science, 701 N. Saint Asaph St, Alexandria, VA 22314.	$13,000 to $16,999 Per Year	2 to 4 Yrs CC, Voc/Tech Inst or Univ.	Environmental Science, Chemistry, Forest & Natural Resources, Law Studies
Forestry and Conservation Worker - Maintains and protects forests and forested areas and woodlands. May protect area by transporting seedlings, and transporting trees. Combats insects, pests, and diseases harmful to trees, shrubs; controls soil erosion. EMPLOYERS: US Forest Service, Tree nurseries, Logging and lumber companies. MORE INFORMATION: American Forestry Association; 1516 P St NW, Washington, DC 20015.	$9,000 to $12,999 Per Year	High School Graduation	Earth Science, Landscape/Turf Operations, Environmental Horticulture, Small Engine Repair
Gardener or Greenskeeper - Takes care of grounds and fairways in such places as parks or golf courses. Operates tractor, attachments or other equipment. Duties include raking, mowing, watering, and fertilizing. Must be knowledgeable of hand mowers, power mowers, and sprinkler systems. ** Special Note ** Apprenticeship training available. EMPLOYERS: Golf courses; Self-employed MORE INFORMATION: Professional Grounds Management Society, 10402 Ridgeland Road, Suite 4, Cockeysville, MD 21030.	$13,000 to $16,999 Per Year	High School Graduation	Earth Science, Landscape/Turf Operations, Environmental Horticulture, Small Engine Repair

PROTECTIVE

These people like to protect people and property. Workers in this area enforce law(s), regulations and respond to emergencies. These people have to use good judgement and communicate well.

Some occupations are:
Airline Security Representative, Fire Marshal, Fish and Game Warden, Investigator (Narcotics), Park Ranger, Police Detective, Sheriff.

TITLE - DESCRIPTION	AVERAGE ANNUAL EARNINGS	EDUCATION LEVEL	SUBJECTS
FBI Special Agent - Investigates alleged or suspected violations of federal laws to decide if there is enough evidence to recommend prosecution. Investigates violations of federal laws. Analyzes charge or complaint and identifies what issues are involved. Gets leads to information from informants. Questions and observes suspects and witnesses. Reexamines all evidence to be sure facts are correct. Testifies before grand juries. MORE INFORMATION: Local Private Industry Council; Jobs and Benefits Office. **Special Note** Florida Statutes require licensure regulated by the Department of Law Enforcement.	$27,000 to $32,999 Per Year	Undergraduate Degree	American Government, Legal Systems & Concepts, Speech, Computer Applications, Psychology/Sociology
Corrections Officer or Jailer (GOLDSTAR) - Guards inmates in a prison or rehabilitation institution according to established regulations. May guard prisoners in transit between courtroom, jail, prison or other location. Maintains order in the correctional facility; enforces rules; monitors inmates' activities. Inspects facility to insure safety of inmates. EMPLOYERS: Federal, State, or County facilities; Military services MORE INFORMATION: Local Private Industry Council, Jobs and Benefits Office. **Special Note** Florida statutes require licensure regulated by the Department of Law Enforcement. Apprenticeship training available.	$17,000 to $21,999 Per Year	Less than 1 Yr CC, Voc./Tech. Inst	Court Procedures, American Government, Principles of Public Service, Sociology/Psychology
Fire Fighter - Detects and puts out fires to protect life and property. Connects hose to fire hydrant and operates fire hose. Rescues victims, ventilates smoke filled areas; may give first aid to the injured. Participates in fire drills and inspections; maintains equipment. EMPLOYERS: Local Fire Departments; Federal and state agencies; Military Services. MORE INFORMATION: International Assoc.of Fire Fighters, 1750 New York Ave, NW, Washington, DC 20006, Military Recruiting office. **Special Note** Apprenticeship training available. Florida Statutes require licensure regulated by the Department of Insurance.	$27,000 to $32,999 Per Year	1 to 2 Yrs CC, Voc/Tech Institution	Principles of Public Service, Industrial/Residential Electricity, Chemistry, Physical Education

MECHANICAL

These people like to work with machines and hand tools. Workers in this area may like using their own ideas to create and repair things. Some may even drive or operate special equipment.

Some occupations are:
Air Traffic Controller, Aircraft Pilot/Flight Engineer, Architect, Automobile Mechanic, Carpenter, Chemical Engineer, Data Processing Equipment Repairer, Drafter, Upholsterer.

TITLE - DESCRIPTION	AVERAGE ANNUAL EARNINGS	EDUCATION LEVEL	SUBJECTS
Aircraft Mechanic (GOLDSTAR) - Maintains and repairs aircraft assemblies such as landing gear, propeller assemblies, fuel tanks, and hydraulic systems. Inspects, installs, and tests power brake units, carburetors, valves and pipelines. May use hand and power tools, X-ray and magnetic inspection equipment to detect hidden cracks. May specialize in hydraulics, electronics, or armaments. EMPLOYERS: Military, Air transportation companies; Aircraft manufacturers. MORE INFORMATION: Aviation Maintenance Foundation; PO Box, Basin, WY 82410; Military Recruiting Office **Special Note** Apprenticeship training available. Certification available.	$33,000 to $39,999 Per Year	1 to 2 Yrs CC, Voc/Tech Institution	Airframe/Power Plant Mechanics, Physics, Welding, Metals, Electronics,
Communications or Utilities Manager (GOLDSTAR) - Coordinates, organizes, and directs activities related to communications, transportation, or utilities services. Communications may be related to telephone, televideo, or computer networks. Transportation may be for people or goods, at harbors or airports. Management of utilities may be related to water, gas, or electricity. EMPLOYERS: Ship ports, airports, companies providing electrical services. MORE INFORMATION: Federal Communications Commission, 1919 M St NW, Washington, DC 20552.	$17,000 to $21,999 Per Year	2 to 4 Yrs CC, Voc/Tech Institution or University	Drafting, Speech, Principles of Technology, Business Management, Construction
Construction Manager (GOLDSTAR) - Manages, plans, and directs construction projects. Serves as a consultant to the developer on matters of scheduling and coordination of all design and construction processes. Oversees crew supervisors. May specialize in highway, residential, industrial, commercial, institutional, or utilities construction. EMPLOYERS: Construction companies and contractors; Landscaping firms MORE INFORMATION: American Institute of Constructors, 9887 North Gandy Blvd., Suite 104, St. Petersburg, FL 33702.	$17,000 to $21,999 Per Year	2 to 4 Yrs CC, Voc/Tech Institution or University	Drafting, Speech, Principles of Technology, Business Management, Construction

INDUSTRIAL

These people like doing the same things over and over by following a set of directions. They may work in a factory setting which produces in large amounts. Some may operate machines. Others inspect, test, weigh or sort products.

Some occupations are: Assembler (product), Automobile Assembler, Cannery Worker, Chemical Plant Operator, Electrical and Electronic Technician, Furniture Assembler, Press Machine Operator, Printing Press Operator.

TITLE - DESCRIPTION	AVERAGE ANNUAL EARNINGS	EDUCATION LEVEL	SUBJECTS
Microelectronics Technician - Operates variety of semiconductor processing, testing, and assembly equipment to assist engineers in the development and fabrication of custom-designed electronic circuitry chips. Uses test equipment to check product performance. EMPLOYERS: Electrical and electronics manufacturers and distributing companies. MORE INFORMATION: Jets Inc.; 1420 King St; Suite 405, Alexandria VA., 22314- 2715	$17,000 to $21,999 Per Year	1 to 2 Yrs CC, Voc/Tech Institution	Electronics
Baker - Mixes and bakes ingredients according to recipes to make large amounts of bread and other baked goods. Measures and mixes flour, sugar and other ingredients to prepare batters and dough. Shapes dough; places it in pans; bakes it. EMPLOYERS: Manufacturers of bakery, products such as bread, crackers and cookies; Self-employed. MORE INFORMATION: United Food and Commercial Workers International Union; 1775 K St, NW; Washington, DC 20006 **Special Note** Apprenticeship training available	$13,000 to $16,999 Per Year	Grade 12 Plus Apprenticeship (2-5 Years)	Visual Arts, Culinary Arts
Numerical Control Machine Set-Up Operator (GOLDSTAR) - Sets up and operates computerized drilling machines that can be programmed to cut or shape metal or plastic work pieces. Reads blueprints and written job plans to determine type and amount of metal or plastic required. Runs the software to begin the machine drilling or cutting process. Uses optical, acoustical, and laser measuring tools to ensure that exact specifications have been met.EMPLOYERS: Aircraft manufacturers, auto manufacturers, industrial machinery MORE INFORMATION: The National Tooling and Machining Association; 9300 Livingston Rd; Ft. Washington, MD 20744.	$17,000 to $21,999 Per Year	1 to 2 Yrs CC, Voc/Tech Institution	Electronics, Machine Shop

BUSINESS DETAIL

These people like to work with people. They also like organized activities that pay attention to detail. They may type, file or use office machines. Others may answer questions, fill orders and handle complaints.

Some occupations are:
Bank Teller, Cashier, Computer Operator, Driver's License Examiner, File Clerk, Medical Records Clerk, Postal Mail Carrier, Secretary, Stenographer, Tax Preparer.

TITLE - DESCRIPTION	AVERAGE ANNUAL EARNINGS	EDUCATION LEVEL	SUBJECTS
Title Examiner or Abstractor (GOLDSTAR) - Searches public and private records to compile list of legal documents pertaining to property titles. Searches mortgages, deeds, and other documents to determine legal status of property for real estate purposes. May prepare title policy that guarantees legality of property. EMPLOYERS: Title Abstract Offices; Law Offices MORE INFORMATION: National Association of Legal Assistants; 1420 S Utica St, Tulsa, OK 74104.	$17,000 to $21,999 Per Year	1 to 2 Yrs CC, Voc/Tech Institution	Business Management & Law, Legal Systems & Concepts, Computer Applications
Claims Examiner, Insurance (GOLDSTAR) - Reviews settled insurance claims to determine that payments have been made in accordance with company policy. Consults with attorneys, claimants, and policy files to verify information on a claim. May use a computer to report and store data records of overpayments, underpayments or other irregularities on settled claims. Claims examiners may supervise adjustment clerks or claims clerks. EMPLOYERS: Insurance companies; credit reporting or collection agencies MORE INFORMATION: Insurance Information Institute 110 William St New York, NY, 10038 ** Special Note ** Florida Statute requires licensure regulated by the Department of Insurance.	$17,000 to $21,999 Per Year	1 to 2 Yrs CC, Voc/Tech Institution	Electronics, Computer Applications, Electricity, Engineering Technology
Medical Records Technician (GOLDSTAR) - Keeps permanent medical records of patients in a health care delivery system. Assigns a code number to all medical procedures (such as X-ray and testing) as related to patient's condition and treatment. Compiles statistics and records. May use a computer to store and retrieve patient's records.**Special Note**Certification available. EMPLOYERS: Hospitals, Outpatient care facilities, Psychiatric facilities, Doctor's offices, Insurance companies, Law office MORE INFORMATION: American Health Information Management Association, 919 North Michigan Avenue, Suite 1400, Chicago, IL 60611-1683.	$17,000 to $21,999 Per Year	1 to 2 Yrs CC Voc/Tech Institution	Medical Skills & Services, Health Service Occupations, Business Computer Applications, Office Technology

SELLING

These people like influencing others to buy things. They like to motivate and communicate with people. They may sell in stores, offices or customer's homes. Some may do legal work, business negotiations and advertising.

Some occupations are:
Insurance Sales Agent, Manufacturer's Representative, Real Estate Sales Agent/Broker, Sales Representative, Salesperson.

TITLE - DESCRIPTION	AVERAGE ANNUAL EARNINGS	EDUCATION LEVEL	SUBJECTS
Travel Agent - Plans trips for people. Determines type of transportation, travel dates, costs, and accommodations required. Books transportation, makes hotel reservations, gives the information and tickets to customers. Collects payment. May specialize in foreign or domestic travel. EMPLOYERS: Travel arrangement agencies. MORE INFORMATION: American Society of Travel Agents, 4400 MacArthur Blvd, NW; Washington, DC 20007.	$13,000 to $16,999 Per Year	1 to 2 Yrs CC, Voc/Tech Institution	Applied Communications, Health, Cosmetology/Barbering
Wholesale or Retail Buyer (GOLDSTAR) - Buys goods for resale in wholesale and retail stores. Attends fashion and trade shows and visits showrooms to select merchandise. Also arranges for goods to be shipped and approves payments for orders received. EMPLOYERS: Wholesale businesses; Retail Trade; Food Stores. MORE INFORMATION: National Retail Merchants Association, 100 West 31st St; New York, NY 10001.	$22,000 to $26,999 Per Year	2 to 4 Yrs CC, Voc/Tech Inst or Univ.	Marketing & Distribution, Economics, Fashion Marketing
Retail Sales Person - Sells a variety of products to customers in such places as department stores, drugstores, and grocery stores. Shows items to customers and helps them decide what to buy. May stock shelves, package purchases and take payment. EMPLOYERS: Department stores; Clothing stores; Sporting goods stores; Book stores; Furniture stores; Military Services; Some are self-employed. MORE INFORMATION: Local Private Industry Council; Jobs and Benefits Office.	$17,000 to $21,999 Per Year	HS Graduation or less than 1 Yr CC, Vo-Tech	Business Administration Operations, Marketing & Distribution, Economics, Cashiering

ACCOMMODATING

These people like serving others. They like showing patience and working closely with others. They may work in hotels, restaurants, and airplanes. Others enjoy improving the appearance of others by doing hair, nails or makeup.

Some occupations are:
Barber, Bartender, Bus Driver, Cruise Director, Flight Attendant, Funeral Attendant, Manicurist, Massage Therapist, Social Director.

TITLE - DESCRIPTION	AVERAGE ANNUAL EARNINGS	EDUCATION LEVEL	SUBJECTS
Barber - Washes, cuts, trims, and styles hair. May fit hairpieces, give hair and scalp treatments, facial massages, and shaves. Keeps work area clean; keeps scissors, combs, and brushes sanitized and in good condition. May sell lotions or tonics. May specialize in razor techniques. **Special Note** Florida statutes require licensure regulated by the Department of Business and Professional Regulation. Apprenticeship training available. EMPLOYERS: Barber shops MORE INFORMATION: National Association of Barber Schools, Inc.,304 South 11th Street, Lincoln, NE 68502.	$22,000 to $26,999 Per Year -	1 to 2 Yrs CC, Voc/Tech Institution	Applied Communications, Health, Cosmetology/ Barbering
Cosmetologist or Hairdresser - Shampoos, cuts, and styles hair and advises on hair care. Shampoos and styles wigs and hairpieces. May straighten, curl, bleach, or color hair. May give manicures or pedicures. May advise on the use of make-up. May specialize in skin cleansing as esthetician. May specialize in hair removal as electrologist. EMPLOYERS: Beauty shops; Large department stores with cosmetic departments and beauty salons; Self-employed. MORE INFORMATION: National Beauty Career Center; 3889 White Plains Rd, Bronx, NY 10467 **Special Note** Florida statutes require licensure regulated by the Department of Business and Professional Regulation. Apprenticeship training available.	$22,000 to $26,999 Per Year	1 to 2 Yrs CC, Voc/Tech Institution	Applied Communications, Health, Cosmetology/ Barbering
Server - Takes food and drink orders from customers seated at tables. Serves the food and drinks to customers, prepares checks, and may take payments. May garnish food orders. May work as a team member with restaurant personnel. EMPLOYERS: Eating and drinking places; Hotels. MORE INFORMATION: The Educational Foundation of the National Restaurant Association, 20 North Wacker Dr, Suite 2620, Chicago, IL 60606.	$9,000 to $12,999 Per Year	High School Graduation	Speech, Cashiering, Food Service Marketing

HUMANITARIAN

These people like providing comfort and care to others. Some work in religion or counseling. They also work in therapy or rehabilitation fields.

Some occupations are:

Child Care Aide, Clergy, Electrocardiography Technician, Emergency Medical Technician,Licensed Practical Nurse, Psychologist (Clinical), Radiological Technologist, Registered Nurse.

TITLE - DESCRIPTION	AVERAGE ANNUAL EARNINGS	EDUCATION LEVEL	SUBJECTS
Medical or Psychiatric Social Worker - Serves as a link between the patient, the psychiatric agency, and the community. Provides social work help to mentally or emotionally disturbed patients of hospitals, clinics, or other medical centers. Gives help to families of patients. EMPLOYERS: Hospitals, Mental Health centers, Outpatient psychiatric clinics. MORE INFORMATION: National Association of Social Workers; 7981 Eastern Ave; Silver Springs, MD 20910 **Special Note** Florida Statutes require licensure regulated by the Department of Business and Professional Regulation.	$27,000 to $32,999 Per Year	5 or more years University	Anthropology, Physiology & Anatomy, Sociology/ Psychology Medical Skills & Services, Health Service Occupations
Licensed Practical Nurse (GOLDSTAR) - Cares for sick, injured, convalescing, or disabled people under the direction of a physician or registered nurse. Takes temperature, blood pressure, pulse, and respiration. Keeps records on the condition of patient. May also help patients with dressing, bathing and personal hygiene. **Special Note** Florida statutes require licensure regulated by the Department of Business and Professional Regulation. Apprenticeship training available. EMPLOYERS: Hospitals, Doctors offices and clinics. MORE INFORMATION: National Federation of Licensed Practical Nurses, Inc., P. O. Box 1088, Raleigh, NC 27619.	$22,000 to $26,999 Per Year	1 to 2 Yrs CC, Voc/Tech Institution	Biology, Anatomy & Physiology, Applied Math
Physical Therapy Assistant (GOLDSTAR) - Helps with therapeutic exercises. Gives ultrasound, electrical stimulation, ultraviolet, infrared, and hot and cold pack treatments. Works under the direction of physical therapist. May give instructions to patients in crutch usage. EMPLOYERS: Hospitals, Physical therapy offices, Nursing homes, Rehabilitation centers MORE INFORMATION: American Physical Therapy Assoc; 1111 N Fairfax St; Alexandria, VA 22314; Military Recruiting Office. **Special Note** Florida Statutes require licensure regulated by the Department of Business and Professional Regulation.	$27,000 to $32,999 Per Year	1 to 2 Yrs CC, Voc/Tech Institution	Health Service Occupations, Anatomy & Physiology

B2

LEADING/INFLUENCING

These people like leading and influencing others through verbal and numerical abilities. They also like to motivate and persuade people. Some work in administration or management. Others may prefer technical detail and work in finance or law. They also help others to learn.

Some occupations are: Education Specialist, Funeral Director, Hotel/Motel Manager, Lawyer, Legislative Assistant, Principal, Reporter, Teacher (Secondary School)

TITLE - DESCRIPTION	AVERAGE ANNUAL EARNINGS	EDUCATION LEVEL	SUBJECTS
Computer Programmer (GOLDSTAR) - Writes computer programs to help solve math, engineering, and scientific problems or to help businesses handle bookkeeping, inventory control, and information storage and retrieval. Writes a series of coded instructions (program) for each task to be accomplished. May specialize in maintaining a network of computers and attached peripherals such as printers, modems, or disk drives. **Special Note** Apprenticeship training available; Certification available. EMPLOYERS: Most public and private businesses employ computer programmers. MORE INFORMATION: Institute for the Certification of Computer Professionals, 2200 East Devon Avenue, Suite 268, Des Plaines, IL 60018.	$27,000 to $32,999 Per Year	2 to 4 Yrs CC, Voc/Tech Inst or University	Algebra, English, Keyboarding, Computer Applications, Computer Programming
Librarian - Makes information available to people in libraries. Selects, orders, catalogs, and takes care of library materials. Also helps people find information they need. May supervise staff, prepare budgets, and handle special collections. EMPLOYERS: School libraries; Colleges and universities; Public and special libraries. MORE INFORMATION: American Library Association; 50 E. Huron St; Chicago, IL 60611; Certification may be required.	$33,000 to $39,999 Per Year	2 to 4 Yrs CC, Voc/Tech Inst or University	English, Mass Media, Computer Applications
Systems Analyst (GOLDSTAR) - Analyzes business requirements for a data processing system that will handle a new or increased information processing load. May plan layout and installation of a new computer system or suggest new software for existing system. May prepare a cost-benefit analysis for management to consider. May recommend hardware, software, or peripherals for specific jobs. EMPLOYERS: Data processing services; Government agencies; Banks; Insurance Companies, Hospitals, School systems. MORE INFORMATION: Association for Systems Management, 24587 Bagley Road; Cleveland, Ohio 44138.	$33,000 to $39,999 Per Year	5 or more years University	Algebra, English, Keyboarding, Computer Applications, Computer ProgrammingBusiness Computer Applications, Information Processing, Trigonometry, Computer Programming

PHYSICAL PERFORMING

These people like performing before an audience. They like excitement, thrills, and pleasing their audience. Some workers in this area use a physical or athletic ability.

Some occupations are:
Professional Athlete, Automobile Racer, Stunt Performer.

TITLE - DESCRIPTION	AVERAGE ANNUAL EARNINGS	EDUCATION LEVEL	SUBJECTS
Coach - Analyzes performance and instructs athletes in game strategies and techniques. Prepares them for competition. Coaches players individually or in groups. Demonstrates techniques. Oversees the daily practice of players. EMPLOYERS: Professional sports teams; Schools and universities; Recreation departments. MORE INFORMATION: National Education Association, 1201 16th Street, NW, Washington, DC 20036.	$22,000 to $26,999 Per Year	Undergraduate Degree	Physical Education, Teacher Assisting, Anatomy & Physiology
Scout, Professional Sports - Searches for talented players and judges their athletic skills to decide on their fitness and potential for professional sports. Negotiates with players to get their services for a certain team. Watches a player's performance and reviews past records. Arranges terms on a contract with a player or the player's manager. Reports to the team managers results from the scouting assignments, such as the picking or rejection of players studied and interviewed. EMPLOYERS: Professional sports teams; schools and university recreation departments. MORE INFORMATION: National Education Association, 1201 16th Street, NW, Washington, DC 20036.	$17,000 to $21,999 Per Year	High School Grad	Business Management, Physical Education, Marketing & Distribution, Speech, Law Studies
Rodeo Rider - T ravels to and participates in rodeo competition to entertain spectators and compete for prize money. Demonstrates daring and skill by bronco riding, calf roping, bull riding, steer wrestling, or similar feats. EMPLOYERS: Self-employed MORE INFORMATION: Local Stables, Horse Farms, Ranches.	$13,000 to $16,999 Per Year	No Standard Educ. Requirements	Animal Science/Technology, Physical Education, Fundamentals of Agriscience

Good **STUDY** Skills =
Workplace **KNOW HOW**

What can you do now to prepare for your working life - which will be most of your life? You'll be surprised how much of what you do now can affect the rest of your life. First of all, develop good study habits. Good study habits will translate into good employability skills and employability skills are what employers want. Follow these tips to begin your successful life:

1. Begin your homework the same time every day.

This will help get your homework done every day, and help you learn to manage time. Tardiness, or being late for work, is the single biggest reason employees are fired. So get used to being on time, even on your own time.

2. Do the hardest work first.

This will help you do your best in subjects that may not come easily to you. Accuracy and completeness are part of what is known as quality in the workplace. Every employee is responsible for quality control on the job.

3. Work in a quiet, well organized space.

Quiet will help your performance and keeping your workplace organized will make your work go quickly. You'll have to be neat on the job, and starting the habit now will help.

4. Turn your assignments in on time.

Employers will expect it, and excuses won't be accepted in the world of work.

5. Follow instructions.

If a paper is supposed to be written in ink on one side of the paper, do that. Learning to read and understand instructions will help you in later life.

6. Be neat.

Turn in clean, legible work. If your handwriting is poor, work on it. Millions of dollars are lost by business each year because of illegible instructions and bad handwriting. If you absolutely cannot clean up your writing, type or print. It won't matter what your work says if nobody can read it.

7. Ask questions if you don't understand.

This will help you turn in the correct assignment, and also help develop listening and communication skills. Listen carefully to the assignment first, and ask for clarification if you need it.

8. If you have a group assignment, do your part the best you can and have it ready on time.

The success of a project depends on the cooperation of all team members. Team work is important in today's business, and being a good team player will help your career. Learn how to get along with others now.

9. Don't procrastinate.

Get your work done on time - or early. This will give you time to make changes if necessary, and you'll be sure to have your work done if something wonderful comes up at the last minute. Avoid getting in the habit of procrastination - you may feel you work best under pressure, but most employers will just think you can't manage your job, or it's too hard for you.

10. Take responsibility for yourself and your work.

School can help prepare you for a successful life, with all the things you may need or want. The final choices is up to you. Learn to do a good job now and the future will be easier.

After **GRADUATION**

WHAT'S NEXT?

Your first step to success in getting started in the world of work is graduation from high school. Most jobs require some type of postsecondary education or training, which can be provided by a range of institutions, including vocational-technical centers, community colleges, universities, the military and apprenticeship programs.

PUBLIC VOCATIONAL-TECHNICAL CENTERS

An area vocational-technical center is a specialized school designed to provide training for a specific job, and offers such courses as agriculture, business education, health occupations, public service, home economics, and industrial education. Vo-Tech schools also offer general education and apprenticeship programs.

COMMUNITY COLLEGES

Community colleges offer students preparation for transfer to a university, and for entry into jobs requiring special skills. Students may earn an Associate of Arts (AA) or Associate of Science (AS) degree at the successful completion of a two-year program of studies. Students may also earn a certificate through a specialized vocational program such as laser optics, radiology, or law enforcement. The primary way students gain access to four-year degree programs is through one of Florida's twenty-eight community colleges.

UNIVERSITIES

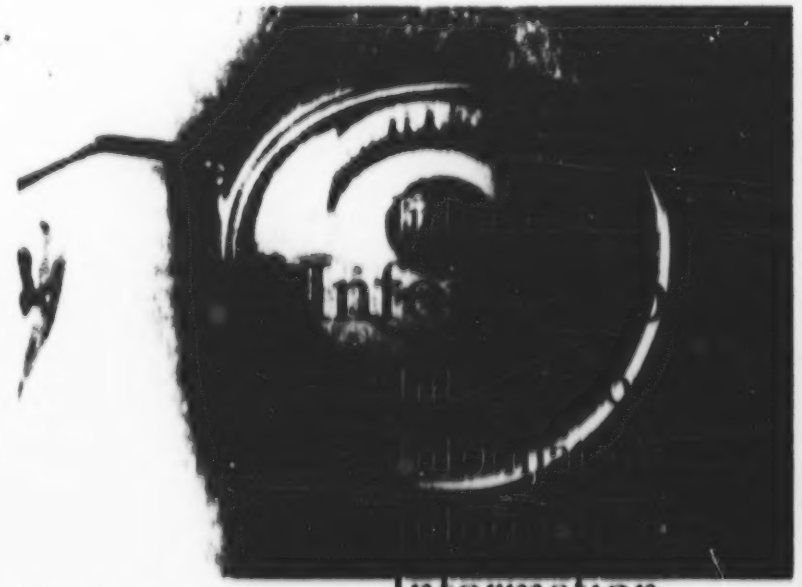
A university is an institution of higher learning that offers baccalaureate and graduate degrees. Each of Florida's nine public universities is accredited by the Southern Association of Colleges and Schools, and most specialized and professional programs are also accredited by other accrediting organizations. Each state university has a limit on the number of students who may be admitted as freshmen. The Florida Board of Regents has established minimum state level admission policies for students entering college for the first time or transferring without an AA degree form a Florida public community college.

MILITARY

The military offers a variety of learn and earn opportunities. With both classroom and on-the-job training, recruits learn the skills they will need to perform their job duties. Most training lasts from 10 to 20 weeks. Classroom training emphasizes hands-on activities and practical experience, as well as textbook learning. Civilian employers often consider military training excellent preparation for civilian occupations. For more information contact a local recruiter.

APPRENTICESHIPS

Apprenticeships are on-the-job training. Training occurs after you are hired and as you actually do your job, under the instruction and supervision of an experienced worker. There are more than 700 occupations in Florida that can be learned through a Registered Apprenticeship Training Program. For more information about apprenticeship programs, you can talk with your guidance counselor or occupational specialist.



Information

BEST COPY AVAILABLE

Fl. SCHOLARS & GOLD Seal

The Florida Gold Seal Vocational Endorsement and Scholarship Program was established by the Florida Department of Education to recognize and reward public high school students who have excelled in both academics and career preparation. Outstanding students who have attained excellence in academic achievement and vocational preparation will be recognized with this honor.

Students who are awarded the Gold Seal Vocational Endorsement will receive a gold seal affixed to their diploma and a medallion to be worn during commencement exercises. In addition, a student receiving the endorsement may also be eligible to participate in the Gold Seal Endorsement Scholarship Program, an annual award of up to $2000. Students must apply for the scholarship and meet Florida's general eligibility requirements for the receipt of state aid. This renewable scholarship may be used at eligible Florida postsecondary schools in a certificate or degree program.

For complete eligibility requirements, see your occupational specialist, guidance counselor or vocational teacher today.

The Florida Academic Scholars' Certificate Program and the Florida Undergraduate Scholars' Fund

The Florida Academic Scholars' Certificate Program was created to recognize and reward Florida students who excel in academics during high school. Receipt of the certificate is also one way to qualify for the Florida Undergraduate Scholars' Fund, a renewable state sponsored academic scholarship, provided you submit an application prior to the deadline and meet the state's general eligibility requirements for the receipt of state aid.

To be eligible for the Florida Academic Scholars' Certificate Program, you need to start planning now. Required coursework begins in the ninth grade. In addition to meeting the established academic criteria, a new community service requirement has been added. Beginning with the 1996-1997 graduating class, you will have to earn a minimum of 75 hours of community service by the time you apply for the certificate.

The Florida Academic Scholars' Certificate Program has opened the door for thousands of Florida high school students to attend eligible postsecondary schools in Florida. Be sure to take advantage of this unique opportunity available to you. See your guidance counselor now so that you will be ready to begin your approved curriculum and community service activities as soon as you start the ninth grade.

DEVELOPING JOB LEADS

Want to find a part-time job? A good way to begin is to identify possible jobs, or job leads. Working with a partner or by yourself, use the newspaper want ads, phone book, and employment cards from the youth employment office (contact the Jobs and Benefits Office in your area) or the job board at your school to fill out the section below. Having the information at hand will make it easy to contact possible employers.

1.Name of organization: _____
Department head (manager): _____
Address: _____
Hours of applying: _____
Source: _____
Type of job: _____
Date contacted: _____
Result of contact: _____

2.Name of organization: _____
Department head (manager): _____
Address: _____
Hours of applying: _____
Source: _____
Type of job: _____
Date contacted: _____
Result of contact: _____

3.Name of organization: _____
Department head (manager): _____
Address: _____
Hours of applying: _____
Source: _____
Type of job: _____
Date contacted: _____
Result of contact: _____

4.Name of organization: _____
Department head (manager): _____
Address: _____
Hours of applying: _____
Source: _____
Type of job: _____
Date contacted: _____
Result of contact: _____

5.Name of organization: _____
Department head (manager): _____
Address: _____
Hours of applying: _____
Source: _____
Type of job: _____
Date contacted: _____
Result of contact: _____

Interview **CHECKLIST**

Interviewing for a job can be hard. Practice interviewing will make actual interviews easier, because the more you do something, the more familiar it becomes, and the more familiar you are, the easier that task becomes. With a partner, practice interviewing each other; use this check sheet to evaluate your interviewing skills after both practice and real interviews. This will help you evaluate what you do well and what needs work.

Date: _____

Your name: _____

Your interviewer's name: _____

Company name: _____

To be filled out immediately after the interview

1. Did you arrive on time?
   Yes No
2. Did you offer the interviewer a firm handshake? Yes No
3. Were you friendly with the people you came in contact with?
   Yes No
4. What did you wear? _____
5. Did you introduce yourself to the interviewer?
   Yes No
6. Did you state your job skills? Yes No

If yes, what skills did you mention? _____

_____

_____

_____

_____

7. Did the interviewer discuss anything from your personal background? Yes No
8. Did the interviewer comment on any of your skills? Yes No

If so, what was said? _____

_____

9. Did the interviewer discuss any special problems you may have, such as handicaps, transportation problems, or time constraints?
   Yes No

If yes, what problems were discussed?

_____

_____

_____

_____

10. Did you look at the interviewer while you spoke?
    Yes No
11. Did you show good posture with no nervous mannerisms?
    Yes No
12. Did you state your desire for work and your interest in the company?
    Yes No
13. If you need only part-time or temporary, work did you make that clear? Yes No
14. Did you remember to thank the interviewer when you finished the interview? Yes No
15. Did the interviewer tell you when a decision about the job will be made? Yes No

If so, when will you know and when do you need to have a follow-up interview?

NOW

you've had a chance to begin thinking about the future. It's not a minute too early, either-the choices you make today can affect the rest of your life. So think carefully when you choose classes to take, make good grades, and begin a plan. Remember, your teachers and counselors can help you along the right path, but the future is up to you.

Make it a good one!

FLORIDA DEPARTMENT OF EDUCATION

FLORIDA
Bureau of Career Development & Education Improvement

#CD 514 ©